



# Going Somewhere?

Your Defensive Guide to Foreign Travel





# Overview

- Official/Unofficial Foreign Travel
- Pre-Travel Requirements/Advisories
- General Traveler Awareness
- Post-Travel
- Travel Links



# Foreign Travel?

- Living and working in Germany affords us all a wonderful opportunity to travel throughout Europe and beyond.
- Foreign Travel is defined as any travel to another country. This includes our close boarder states and all EU member countries.
- For U.S. Citizens working and stationed abroad, travel to/from the United States is NOT considered foreign travel.





# Official/Unofficial Travel

## Official travel

- Travel abroad sponsored by or on behalf of a DoD component. Performed by DoD and/or DoD-sponsored personnel. PCS/TDY.
- DoD employees and sponsored personnel are bound by federal regulations to complete and follow mandatory travel requirements for foreign travel. The DoD's Foreign Clearance Guide is provided to ensure you understand and fulfill specific requirements for the areas and countries you visit.

## Unofficial travel

- Personal travel not sponsored by or conducted on behalf of the DoD. Leave/pass/weekend travel.
- Check the DoD Foreign Clearance Guide to learn about country and theater-specific guidance in requesting and executing personal foreign travel. Most travel guidance will include:
  - Possible restrictions and advisories
  - Possible higher approval authority for leave/pass
  - Mandatory reporting requirements
  - Mandatory review of current advisories

***Your Security Office is here to help you and should always be a part of foreign travel plans.***



# Plan your Travel

No matter where you go, always plan your travel well ahead of time.

- Know your destination and prepare early for unique travel requirements.
- Check with your Security Office for any DoD travel restrictions or updates. If you have a security clearance, your Security Manager must report your foreign travels to the DoD Consolidated Adjudication Facility.
- Ensure your passport is up-to-date and any visa requirements are met ahead of time.
- Ensure your TDY/Leave is **approved** prior to finalizing any travel arrangements.
- Complete a Foreign Travel Report and submit it to the Security Office.
- Keep your supervisors and chain of command informed with the specifics of your travel.
  - Dates
  - Locations
  - Contact Information

**The individual traveler is responsible to ensure all requirements for travel are met or completed prior to the trip!**





# Before you leave...

Complete a Foreign Travel Report and turn it in to your Security Manager with a copy to your supervisor.

Check these vital websites for things you might need:

- Check the Foreign Clearance Guide for mandatory pre-travel approval requirements:
  - <https://www.fcg.pentagon.mil/>
- AT Level 1 Training
  - <http://jko.jten.mil/courses/at1/launch.html>
- Department of State Foreign Travel advisories
  - <http://travel.state.gov/content/passports/english/alertswarnings.html>

Register in the Smart Traveler Enrollment Program





# Before you leave... (cont.)

- Double-check your itinerary and provide a copy to a friend or supervisor.
- Have photocopies of your passport/visas with you, keep a copy at home and provide one to a friend or supervisor.
- Confirm all travel/lodging reservations.
- Review your personal checklist
  - Is it complete?
  - Do you need to add anything?
  - Do you need help? Ask!
  - Don't forget to take it with you!



## When you go...

- Practice OPSEC in everything you do!
- Know your travel routes and where you're going
- Have a method to communicate as you travel
- Make personal safety a priority:
  - Seek safe routes
  - Carry your ID and enough money
  - Be mindful of your surroundings at all times
  - Be familiar with police, emergency services while traveling

**DON'T STAND OUT -- BLEND IN!!**





# While you're there...

- Learn about your accommodations:
    - Safety plan
    - Communication needs
    - On site services
  - Take safety seriously:
    - Always practice good OPSEC
  - Keep valuables (including PII/work related documents)
    - locked in your hotel
    - Be familiar with local police and emergency services
    - Know daily travel routes and stay on time
- Avoid large crowds.  
Watch your surroundings.
- Keep to yourself/group and follow your travel plan.



# While you're there...(cont.)

- Take note of anything you feel is strange or out of place
- If you find yourself in an uncomfortable situation or lost in your travels:
  - Use trusted/marked services
  - Clearly communicate your needs
  - Find additional help if needed
  - Report suspicious happenings to local authorities/Embassy officials
- Casually steer conversations with strangers away from personal details about yourself, your employer, or specifics about your job or travels
- Keep your conversations light, and try to take note of anyone pushing for details
- Move with confidence and purpose. If you look lost, you'll look out of place. Without knowing it, your actions alone could make you a target
- Be safe and have a good time!



# When you return...

- Mandatory travel debriefing may be required based on the type and location of your travel. See your Security Manager for details
- Report any suspicious activity you encountered on your travels to the 66<sup>th</sup> MI Field Office, your Security Manager or the Provost Marshal's Office:
  - Type of activity
  - Persons involved
  - Information gained
  - Times and locations
- Report any suspicious foreign contact to your Security Manager:
  - Type of contact
  - Personal description
  - Information the contact was trying to obtain
  - Times and locations
- For official travel, ensure you reconcile your travel claim/ expenses within 5 working days of your return.
- Start now in planning your next trip!



# Questions?

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Contact the USAG Bavaria Security Office

[usarmy.bavaria.id-europe.list.dptms-security@mail.mil](mailto:usarmy.bavaria.id-europe.list.dptms-security@mail.mil)



# Helpful Web Links

- DoD Foreign Clearance Guide:
  - <https://www.fcg.pentagon.mil/>
- AT Level 1 Training:
  - <http://jko.jten.mil/courses/at1/launch.html>
- Department of State International Travel Webpage:
  - <http://travel.state.gov/content/travel/english.html>
  - <https://step.state.gov/step/> (Register in the Smart Traveler Enrollment Program)
- CIA World Factbook Homepage:
  - <https://www.cia.gov/library/publications/the-world-factbook/index.html>
- European Union Travel Homepage:
  - [http://europa.eu/eu-life/travel-tourism/index\\_en.htm](http://europa.eu/eu-life/travel-tourism/index_en.htm)
- International Association for Medical Assistance to Travelers:
  - <http://www.iamat.org/index.cfm>
- USAREUR Travel Safe Site:
  - <http://www.eur.army.mil/travelsafe/>
- U.S. Centers for Disease Control Travel Homepage:
  - <http://wwwnc.cdc.gov/travel/default.aspx>